

**Michigan Association of Township Supervisors
Certification Program
Reporting Form**

Name _____
Last
First

Township _____ County _____

Business Address _____

Business Phone _____ Fax _____

Home Address (optional) _____

Home Phone (optional) _____

Name of Course _____

Instructor _____

Sponsoring Organization _____

Date of Training _____ Location of Training _____

Length of Training _____ Instructor's Signature, Certificate or Agenda _____

Circle the category below and attach a copy of the course brochure to this form.

**Send completed form to: Jan Plas, MATS Secretary
10789 Silver Lake Rd.
South Lyon, MI 48178**

**ADVANCED CERTIFICATION REQUIREMENTS - 200 POINTS
BASIC CERTIFICATION REQUIREMENTS - 100 POINTS**

500 BASIC GOVERNMENTAL SKILLS AND KNOWLEDGE

- 50 points required
- 501 Elected offices - statutory duties and responsibilities*
 - General Law
 - Charter Law
- 502 Parliamentary Procedure*
 - Get Organized: Meetings, Minutes and Records
- 503 Records Retention
- 504 Open Meetings Act*
- 505 Freedom of Information Act*
- 506 Basic Planning and Zoning*
 - The Master Plan
 - The Zoning Ordinance - A to Z
 - Non-conforming Uses
 - Planning Commission
 - Zoning Board of Appeals
- 507 Neighborhood Community and Economic Development
- 508 OSHA Record-Keeping
- 509 Board of Review
- 510 Property Assessment*

400 PUBLIC MANAGER SKILLS

- 50 points required
- 401 Leadership Characteristics*
- 402 Team Building*
- 403 Effective Delegation
- 404 Motivation Strategies
- 405 Conducting Effective Meetings*
- 406 Public Speaking
- 407 Group Dynamics

- 408 Conflict Management*
- 409 Influencing Others
- 410 Organizational Development and Cultural Change
- 411 Productivity in Service Delivery
- 412 Performance Measurements for Governmental Agencies
- 413 Personnel Management*
 - Basic Supervision, Discipline and Discharge
 - Supervisory Communication: Positive vs. Negative Rewards
 - Performance Appraisals
 - Selection and Interviewing
 - Negotiation Skills
 - Interdepartmental Relations
 - Managing Negativity in the Workplace
 - Cultural Diversity in the Workplace
 - Violence in the Workplace
 - Sexual Harassment
 - ADA: Influence in the Workplace
 - Labor and Union Perspectives
- 414 Ethics for the Public Manager*
- 415 Financial Skills*
 - Financial Analysis and Evaluation
 - Budget Development Alternatives
 - Revenue Sources
 - Basic Grant Writing for State, Federal and Foundation Grants
- 416 Risk Management*

300 INTERPERSONAL COMMUNICATION SKILLS

- 30 points required
- 301 Relationships with Governing Boards*
- 302 Developing Local Government's Public Image
- 303 Public Relations and Media Relations*
- 304 Municipal Cable Television and Telecommunication News
- 305 Complaint Response Systems
- 306 Dealing with Difficult People*
- 307 Communicating with the Public*
- 308 Verbal Communication and Listening Techniques*
- 309 Refining Presentation Skills
- 310 Creative Problem Solving and Decision Making*
- 311 Mastering Business Writing
- 312 Goof Proof your Grammar
- 313 Time and Stress Management
- 314 Personal Assessment

200 PLANNING TO GET AHEAD AND STAY AHEAD

- 30 points required
- 201 Strategic Planning*
- 202 Goals, Policies, and Action Plans*
- 203 Project Management and Evaluation
- 204 Managing Change
- 205 Prioritizing and Scheduling Work Projects
- 206 Public Opinion Surveys
- 207 Approaches to Right Sizing
- 208 Privatizing
- 209 Futuristic Planning

100 ISSUES IN PUBLIC ADMINISTRATION (will change with current issues)

- 30 points required
- 101 Avoiding Zoning Lawsuits*
- 102 Legal Aspects of Code Administration
- 103 Common Problems in Residential Construction
- 104 State and Federal Environmental Issues*
- 105 Storm Water Management (with APWA)
- 106 Act 54 Paper Trail
- 107 Act 54 How to be a Witness
- 108 Sustainable Communities
- 109 Creating the Future Downtown
- 110 Utilities Deregulation

Courses in these five categories are intended as examples of the core curriculum necessary for certification under this program. Course topics marked with an * are required. Each approved course/class/seminar/etc. 1 point/30 minutes